



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-11, Canceled Payment Processing

Date: July 27, 2006

To: Holders of Title I Procedures
Agency Fiscal Officers

The final component to automating canceled payments is near completion. The initial phase of this process began with the automation of the limited payability processing, which became effective April 2, 2004, and will conclude with the automation of canceled payment processing (electronic funds transfers/EFT's and check payments), effective July 27, 2006.

Processing

Currently, when a payroll related payment is canceled and a credit is issued from the U.S. Department of the Treasury (Treasury), accounting data is manually researched in order to credit an agency's accounting. The National Finance Center (NFC) will be automating this process by creating an interface file from the Document Tracking System to the Administrative Billings and Collections System, thereby eliminating the manual research and entry of this data. The accounting code that will be used when an agency's accounting is credited will be the same as the recertification accounting code assigned by the agency. The budget object class code will be 1195 as is currently being used. This process will result in more timely recording of these transactions on agencies' accounting reports/files.

In an effort to provide agencies quick and easy access to the payment cancellation data, NFC will implement a new report within the NFC Reporting Center which will include the canceled payments and the amount of funds credited to the agency's accounting.

Note: Agencies will be responsible for reviewing this report and requesting NFC to issue any subsequent payments. A bulletin with additional information and details regarding the report will be issued once the report becomes available in late August 2006.

Request to Issue Canceled Payroll Related Payment

To request a canceled payment to be issued, the agency should submit a request to NFC via the Special Payroll Processing System for processing. Agencies should include remarks/note identifying this transaction as canceled payment processing.

Inquiries

Please refer questions about canceled payments to the Payroll/Personnel Call Center at **504-255-4630** .

A handwritten signature in black ink, appearing to read "Mark Hazuda", is positioned above the printed name.

MARK J. HAZUDA, Director
Government Employees Services Division